

Internal/External Posting
STATE OF MONTANA JOB VACANCY
MONTANA STATE PRISON
An Equal Opportunity Employer

March 18, 2008

Job Title:	Food Processing Technician (Food Bank)	Position No.:	66117
Division:	Montana State Prison/ MCE	Pay Band:	3
Location:	Deer Lodge	Bargaining Unit:	MFSPE
Status:	Permanent/Full-Time	Supplement:	NO
Salary:	\$10.12 New to State Government	Shift:	8:00 a.m. to 4:00 p.m. Monday-Friday

Application Deadline: Applications may be returned to any local Job Service Office or the Montana State Prison by email, fax or hard copy.

Human Resources

600 Conley Lake Road
Deer Lodge, MT 59722

fax to (406)846-2950

email to whislop@mt.gov

No later than 5:00 p.m., April 4, 2008

Application materials are available on the web at <http://www.mt.gov/statejobs/statejobs.asp>.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 846-1320 ext. 2202.

Equal Employment Opportunity Employer: Montana State Prison does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. Montana State Prison is a smoke free agency.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison Employees. Must be able to respond in the event of an emergency; must be able to work under stressful and potentially dangerous conditions. Montana State Prison is tobacco free. All employees are TB tested annually. Successful completion of training in HACCP, and FDA/USDA Better Processing Control School covering –still retorts processing/canning of low acid and acidified foods packaged in hermetically sealed containers, and sanitation procedures. Incumbent will be required to complete training in these areas within six months of start of employment. The incumbent would be required to fill-in during staff shortages at the Food Factory and at Dairy Processing.

Typical Duties : Assists in the supervision of the production of canned foods for the MCE Montana Food Bank Network Cannery by assuring that all of the steps in the processing and packaging of canned products are carefully monitored; by insuring the production and manufacture of canned products with conformity to health standards and with attention to details; by producing canned potatoes, carrots, and other products using approved recipes; by skinning, boning, and processing wild game meat; by utilizing, interpreting and correlating data from testing and laboratory analysis; by assisting in the supervision and training of an inmate crew in the production of canned products, in large quantity cooking, and in health and sanitation procedures; by supervising the loading and delivery of canned food items; by submitting reports concerning canning requisitions; by enforcing current security and operational policies and procedures; by assisting in selecting, training, supervising, evaluating and disciplining inmate workers; by planning and implementing food product canning schedules; by operating canning equipment in a timely, temperature controlled and sanitary manner; by implementing food production schedules; by operating the food service storeroom, inventory coolers, and food deliveries; by insuring that the physical plant (building, equipment, tools, and supplies) are in compliance with the regulations and

standards which apply; and by maintaining records of daily production reports, delivery receipts, finished product inventory, supply inventory and such regulatory records as required by the FDA/USDA.

Qualifications: Knowledge is required of Hazard Analysis of Critical Control Points (HACCP); the operation, repair, and maintenance of all of the processing equipment in the plant including their capabilities, purpose, proper function, operational procedures, maintenance requirements and repair procedures; policies and practices which direct supervisory and security duties and responsibilities over inmate workers; wide range of products, supplies and materials which could be used in the production process and the knowledge to support wise selections during the purchasing process. The position requires skill to perform and/or supervise all of the operations and activities involved in the canning facility including cleaning, cooking, retorts, temperature recorders, canning, labeler, sanitizing, and equipment operation, repair and maintenance and supervisory skills to select, train, direct, motivate inmate workers in the performance of their duties. The position requires the ability to mathematically balance orders and production, to calculate needed supplies in order to maintain necessary inventory levels, and to perform the necessary record keeping functions; ability to work with others, to cooperate with co-workers, to supervise inmates and to, both follow and/or give, instructions as needed; ability to diagnose equipment problems and to repair or replace as necessary; be able to present and interpret information both verbally and written; able to teach inmate workers all of the knowledge and techniques necessary to meet health and safety guidelines; deal effectively with receiving, shipping and delivery tickets; deal effectively with and convert recipes, weights, and measures; communicate effectively orally and in writing; act with initiative, good judgment, and with a minimum of supervision; follow written and oral instructions and to perform accurate and thorough work in high stress situations; and teach the necessary work habits and cooking skills to inmates who may have little or no experience, so that they can perform the expected duties within the food service and later in life outside of the institution.

Education and Experience: The above knowledge, skills and abilities are typically acquired by a combination of education and experience equivalent to a high school diploma, GED or equivalent technical training in the food processing/cannery field with either one (1) years of practical experience or six (6) months of formal training. Supervisory experience is desired but not required.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected. A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. An overall score of 70 percent must be attained on qualifications and capabilities, if evaluated, in order to be considered for employment. All promoted employees will be subject to a minimum 6 months trial period. The latest performance evaluation will be reviewed and may be used to exclude an applicant from consideration.

Compensation: The normal entry salary is \$10.12 - \$12.51 hourly, depending upon experience, with

raises granted by the legislature. State employees working at least halftime are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employee's retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____
(Please print or type)

Previous names (i.e. maiden name, previous married names) _____

Social Security Number: _____

Date of Birth: _____

List states where you have resided: _____

TO WHOM IT MAY CONCERN: As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction: _____

Date of Conviction: _____

This authorization shall be valid and effective for one year from the date signed.

Date: _____

Applicant Signature _____